

PERFORMANCE WORK STATEMENT

Contract: N66001-15-D-0055
Task Order: 0001
Tracking Number: 5055-H0002
Task Title: Security Administration Logistical Support FY15

1.0 SCOPE:

- 1.1 This is a level of effort service acquisition to provide Security Administration Logistical Support for Space and Naval Warfare (SPAWAR) Systems Center Pacific, (b)(3)

2.0 APPLICABLE DOCUMENTS:

- 2.1 SSCPACINST 5500.1 Series
- 2.2 SECNAV M-5510.36
- 2.3 SSCPAC Standard Operating Procedures (SOP) For Secure Room

3.0 TECHNICAL REQUIREMENTS:

- 3.1 **Visitor Control Support:** The contractor shall provide direct support to multi-functional Code H0001 which has responsibility for Material/Finance and Facility Management.
- 3.1.1 The Contractor shall manage the issuance of permanent badges to SPAWAR personnel and tenants and temporary visitor badges to all official visitors, process incoming visit requests received from Joint Personnel Adjudication System (JPAS) and facsimile. The contractor shall conduct semi-annual badge inventory of all permanent and visitor badges for 100 percent accountability.
- 3.1.2 The Contractor shall issue badges following the objectives, policies, procedures and security requirements as stated in SSCPACINST 5500.1 Series.
- 3.1.3 The Contractor shall maintain the Visitor Control Room:
- 3.1.3.1 All Personally Identifiable Information (PII) documents, correspondence, and visitor requests shall be cleared from counters and filed accordingly, daily.
- 3.1.3.2 All badges shall be accounted for and returned to its proper location, daily.
- 3.1.3.3 Badge machine system and floors shall be clear of all rubbish, daily.
- 3.1.3.4 Counters, badge machine system and all furniture shall be dusted/wiped once a week.

- 3.1.3.5 Carpet in Visitor Control Room shall be vacuumed once a week.
- 3.2 **Official Carrier Support:** The contractor shall process incoming official mail and attend “Mail Carrier” training at Pearl Harbor Naval Station Complex.
- 3.2.1 The Contractor shall maintain the designated official mail area to ensure all mail is picked up daily by designated personnel and free of rejected mail.
- 3.3 **Classified Material Management:** The contractor shall support the Security Specialist in various duties pertaining to classified materials and accountable materials.
- 3.3.1 The contractor shall open and secure the restricted area, per SSCPAC SOP for Secure Room.
- 3.3.2 The contractor shall process courier card request.
- 3.3.3 The contractor shall process/prepare incoming and outgoing classified materials, per SSCPACINST 5500.1Series and SECNAV M-5510.36.
- 3.3.4 The Contractor shall prepare appropriate documents for signature by Government employee prior to release of classified materials.
- 3.3.5 The Contractor shall prepare classified materials according to manuals and instructions prior to release.
- 3.3.6 The Contractor shall assist in completing data calls for Security Specialist’s review.
- 3.4 **Administrative Support:**
- 3.4.1 The Contractor shall perform data entry into various data systems and management information systems to update and maintain current status. Retrieve status reports from databases.
- 3.4.2 The contractor shall perform document/literature searches, interview variety of sources for technical information and prepare report on findings.
- 3.4.3 The contractor shall prepare transparencies of program data, status reports, and technical information for transmittal to program sponsors.
- 3.4.4 The Contractor shall perform editing, proofing, general organizing and collating of technical documents.
- 3.4.5 The Contractor shall reproduce copies of original documents.

3.4.6 The contractor shall manage the scheduling of usage, monitor fuel level and maintenance of the Officer In Charge (OIC) vehicle.

3.5 The Contractor shall complete a Contractor's Progress, Status and Management Report weekly (CDRL A001).

4.0 GOVERNMENT FURNISHED INFORMATION/MATERIAL/PROPERTY

4.1 The Government shall provide material/equipment at the government's facility.

5.0 CONTRACTOR FURNISHED MATERIAL

5.1 None.

6.0 TRAVEL

6.1 None

7.0 SECURITY

7.1 The work to be performed under this task shall be at the SECRET level.

7.2 Key personnel working under this task order must possess a current Final Secret clearance.

8.0 PLACE OF PERFORMANCE

8.1 The contractor shall work at SPAWAR System Center PAC, Pacific (b)(3)

9.0 PERFORMANCE BASED CRITERIA

9.1 Performance Requirement

The contractor shall provide services and deliverables in accordance with this Performance Work Statement (PWS) and in accordance with the attached task order Contract Data Requirements List (CDRL) DD Form 1423-1.

9.2 Performance Standard

The contractor's performance shall meet all of the requirements of this PWS and comply with all applicable guidance, directives, and standards. The contractor shall deliver all task order data items in accordance with the authorities, content, format, media, marking, applications, quantities, frequency and submission date, delivery method, addressee, and DD250 requirements specified in the CDRL for each data item.

9.3 Acceptable Quality Level

The effectiveness of the contractor's services and/or deliverables will be measured for 100% compliance with the PWS and CDRL requirements.

9.4 Method of Surveillance

The Government will monitor and assess the contractor's performance against the Acceptable Quality Level in accordance with this task order's Quality Assurance Surveillance Plan (QASP).

9.5 Incentive

Failure to meet acceptable quality levels may result in an unsatisfactory past performance report by the Government.